Use this report to create a list of upcoming tasks.

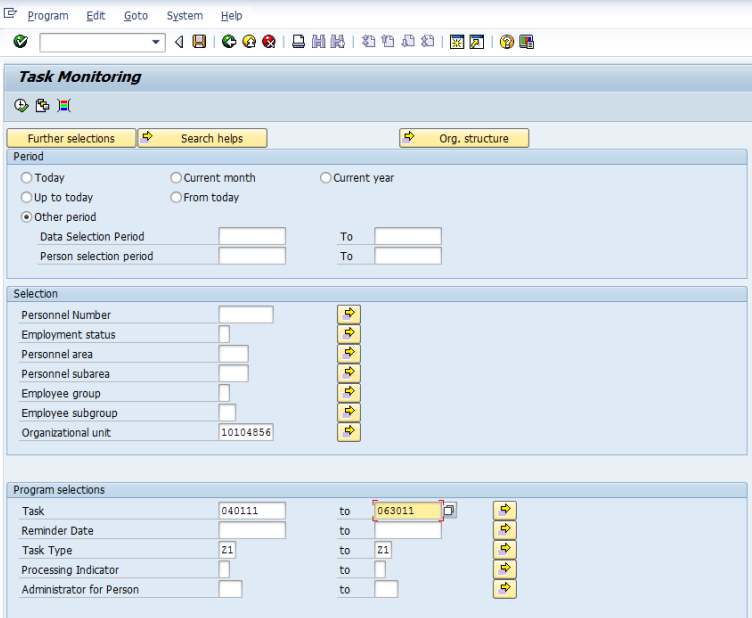1. From the main screen, type transaction code: **S_PH0_48000450**.

2. Click the **Enter** button 🟢 or press **Enter** to continue.

3. *Period* – Choose a period from the list.

4. There are a couple of ways to search using this report:

   - Click [Further selections] to add additional search fields. For example **Organizational Unit** or **Cost Center**.

     Highlight the field name from the left, then click the **Add** button ▶ then click the **Continue** button ✅.

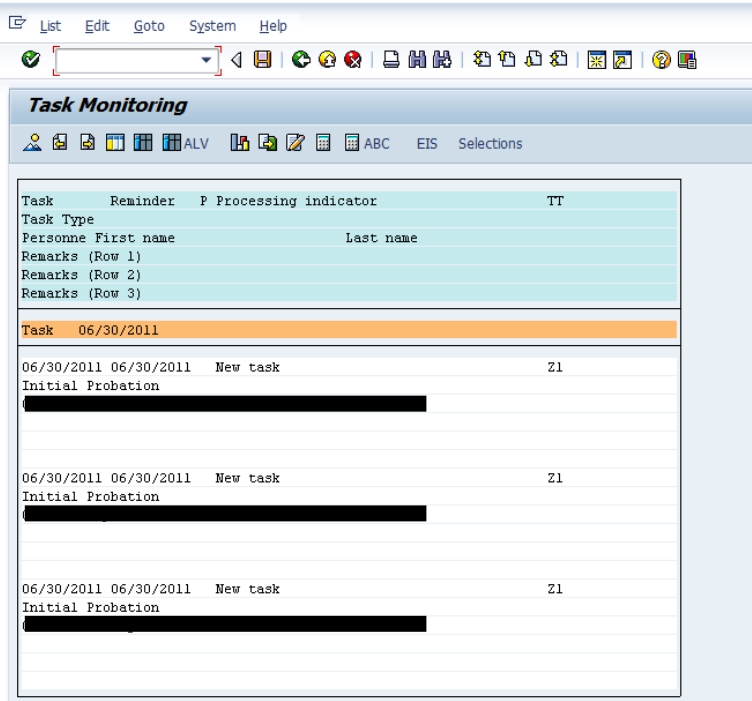5. Enter your search criteria, for example: Org Unit, Task dates, and/or Task Type.

   NOTE: Click the **Multiple Selection** button ➡ to enter more than one criterion.

6. Click the **Execute** button ⊕ or press **F8** to execute.

7. The report displays.

8. Click the **Print** button 🖨 or press **Ctrl+P** to print.